Space Viewer User Guide

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1. Space Management at UNSW

The University plans and manages space to support its strategic objectives and to optimise capital and recurrent expenditure on facilities. Facilities Management has responsibility for the planning, delivery and operation of the physical estate of UNSW, including space management. A key component of effective space management is the University property and space database.

Facilities Management:

- *develops and maintains the University property and space database, working with Faculties and Divisions to ensure data integrity*
- *provides information and training on space management systems and data*
- *provides reporting and information for decision-making, performance tracking and compliance purposes*

Faculties and Divisions contribute to the maintenance of space data for their areas through space data validation processes.

The name of the University property and space database is ARCHIBUS.

2. Accessing ARCHIBUS

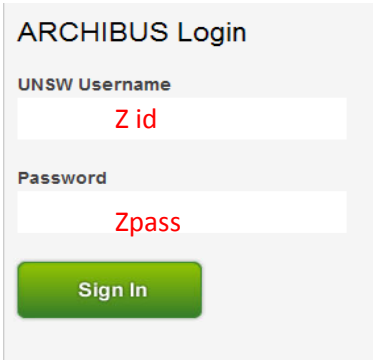
2.1 Apply for access

To apply for access, please submit IT Service Desk request by logging a call on Extn: 51333 or www.it.unsw.edu.au

2.2 Log in

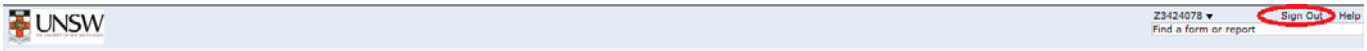
Access ARCHIBUS by launching your web browser and typing in
https://archibus.unsw.edu.au

Enter your UNSW Username and z pass within the relevant boxes in the login window



2.3 Log off

Click on the 'Sign Out' out option within the navigation bar in the top right hand corner of the screen



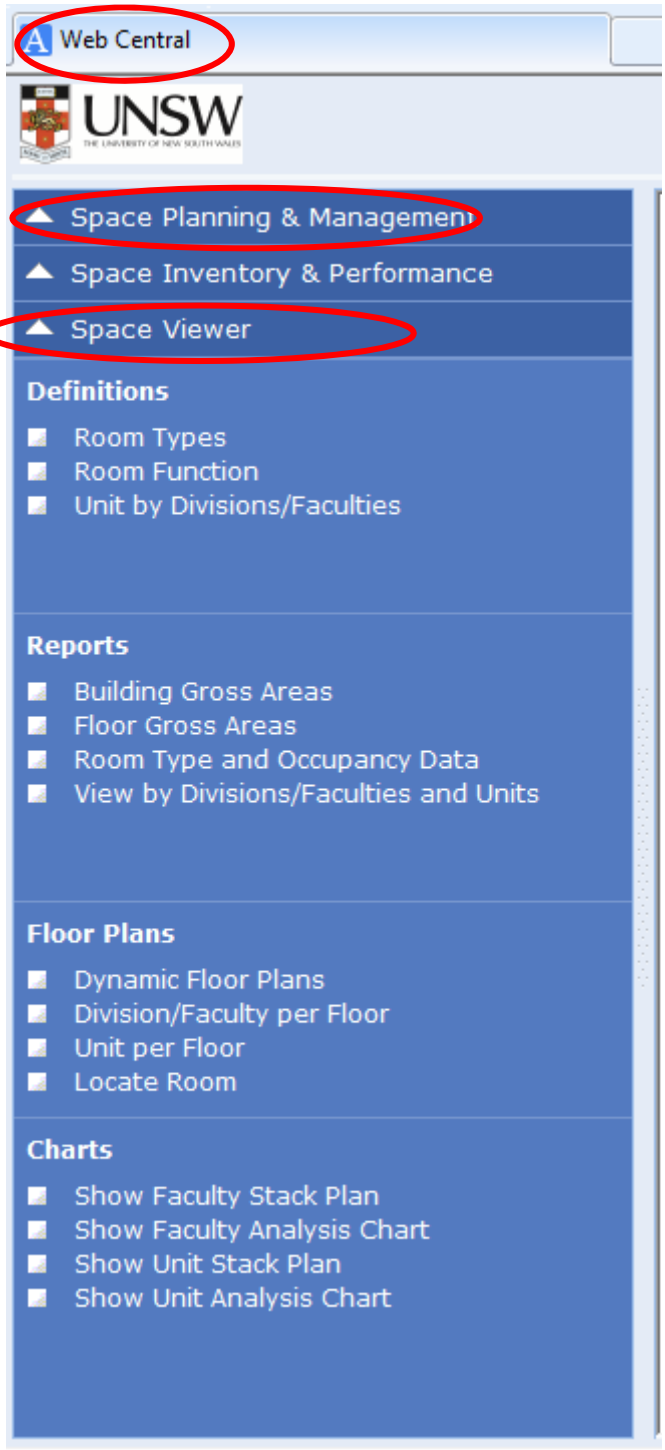
Note: It is important to sign out of the system to free up your system licence

3. Navigating ARCHIBUS

Once you have logged into ARCHIBUS you are in the **Web Central** process navigator.

Currently the only module accessible is **Space Planning and Management**. Web Central will automatically take you to the **Space Viewer** Window.

Note: Other modules will be added in the near future e.g. Capital Project Management, Asset Management and Workplace Services.



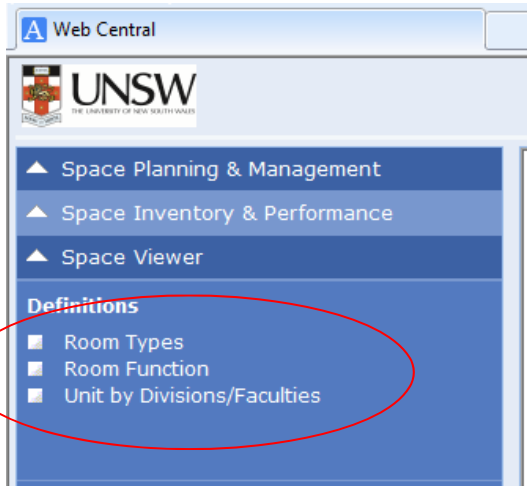
4. Space Viewer

The Space Viewer has access to the following tasks (see above panel):

4.1 Definitions
4.2 Reports
4.3 Floor Plans
4.4 Charts

4.1 Definitions

Definitions and Codes for	Description
Room Types	Classifies the type of space e.g. Office, Laboratory.
Room Functions	Classifies how the space is used e.g. teaching, research
Unit by Divisions/Faculties	Displays Division/Faculty and Unit names and codes



4.1.2 Room Type and Room Functions

Codes and definitions are based on the Go8 Data Dictionary. The Go8 Data Dictionary can be located on:

http://www.facilities.unsw.edu.au/staff-contractors/floor-plans-space-information

Document Names:

- ARCHIBUS Room and Function Codes (Excel)
- Go8 Space Management Data Dictionary

4.1.2 Organisational Unit Structure

ARCHIBUS has been set up using the UNSW Finance organisational structure with minimal alteration.

The organisation structure has two levels and ARCHIBUS can report on various space attributes for each of these levels.

Organisation Structure	Example
1. Faculty/Division	Faculty of Engineering
2. Unit	School of Chemical Engineering

The list of organisation codes and names can be found under the Definitions heading*: 'Unit by Divisions/Faculties'*

The Space Management Unit and UNSW Finance will liaise on an annual basis to confirm organisational codes

Note: If your organisation code or name data is not accurate, please notify Dianne Montgomerie d.montgomerie@unsw.edu.au or extn 53226

4.2 Reports

4.2.1 Types of Reports

There are various reports you can view and download.

Report Name	Reports details
Building Gross Areas	***List:*** Buildings ***Filter by:*** Site/s or Building/s ***Fields:*** Building name and code, Site Code, GBA, GBA, UFA, year built, refurbishment comments, building comments
Floor Gross Areas	***List:*** Building Floors/Levels ***Filter by:*** Site/s or Building/s or Floor/s ***Fields:*** Site Code, Site Name, Building Name and Code, Floor Name and Code, GBA, GBA, UFA and Total Room Area.
Room Type and Occupancy Data	***List:*** Rooms data ***Filter by multiple options***: Site/s, Building/s, Floor/s, Room Type/s or Function/s, Division/Faculty and Unit/s ***Fields***: Site Code, Building Code and Name, Floor Code and Name, Room Number, Room Name, Room Sqm, Allocated Room Sqm, Room Type and Function Codes and Descriptions, Division/Faculty Unit Code and Names, Percentage of Space, Current Room Capacity, Room Comments
View by Divisions/Faculties and Units	***List:*** Room data by a Unit ***Drill Down or Filter by***: Division/Faculty > Unit ***Fields:*** Building Code and Name, Room Number, Room Sqm, Room Type and Function, Current Room Capacity, Room Comments

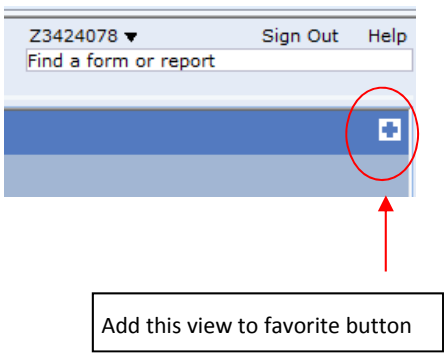
4.2.2 How to Access Reports:

Navigate: Space Viewer > Reports > then select the report you would like to view

All reports can be exported into excel by choosing the **XLS** icon

Reports can be saved in to **'My Favorites'** by selecting the add this view to my favorite button .

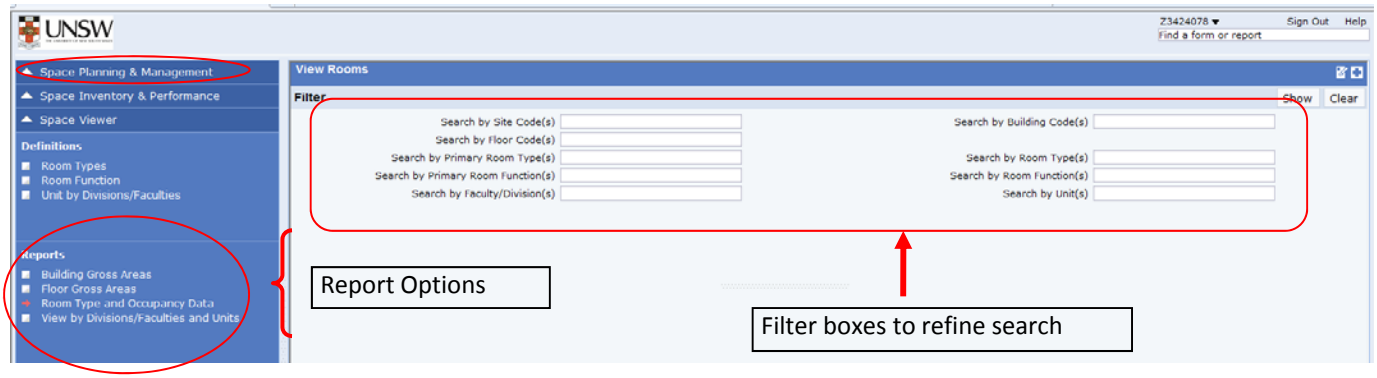
'My Favorites' will display reports saved.

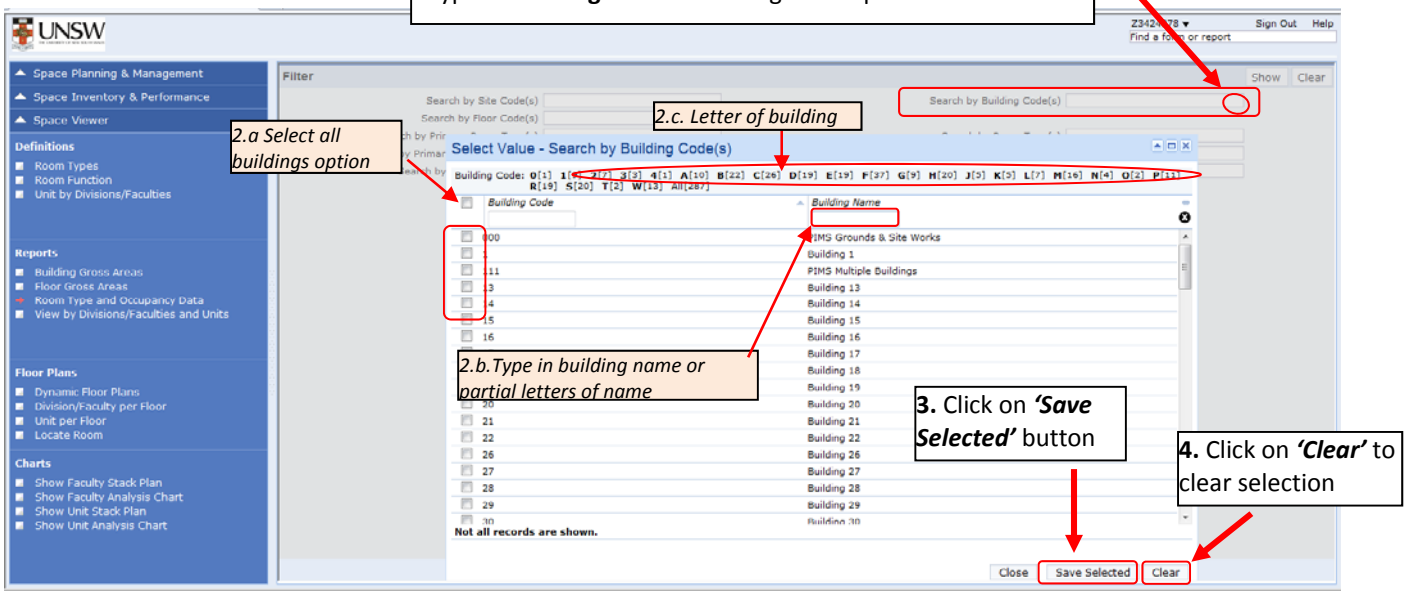


4.2.3 How to Run a Report

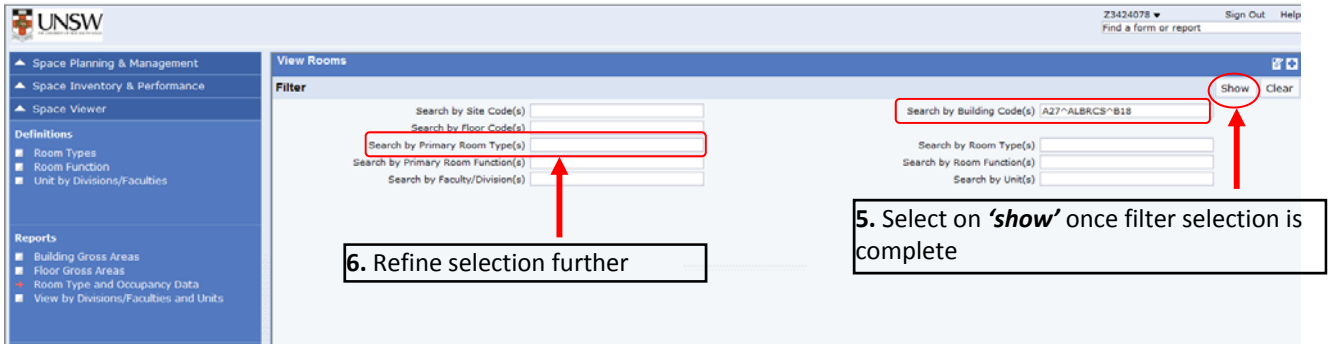
Room Type and Occupancy Data - Report

Navigate to Space Viewer > Reports > Room Type and Occupancy Data



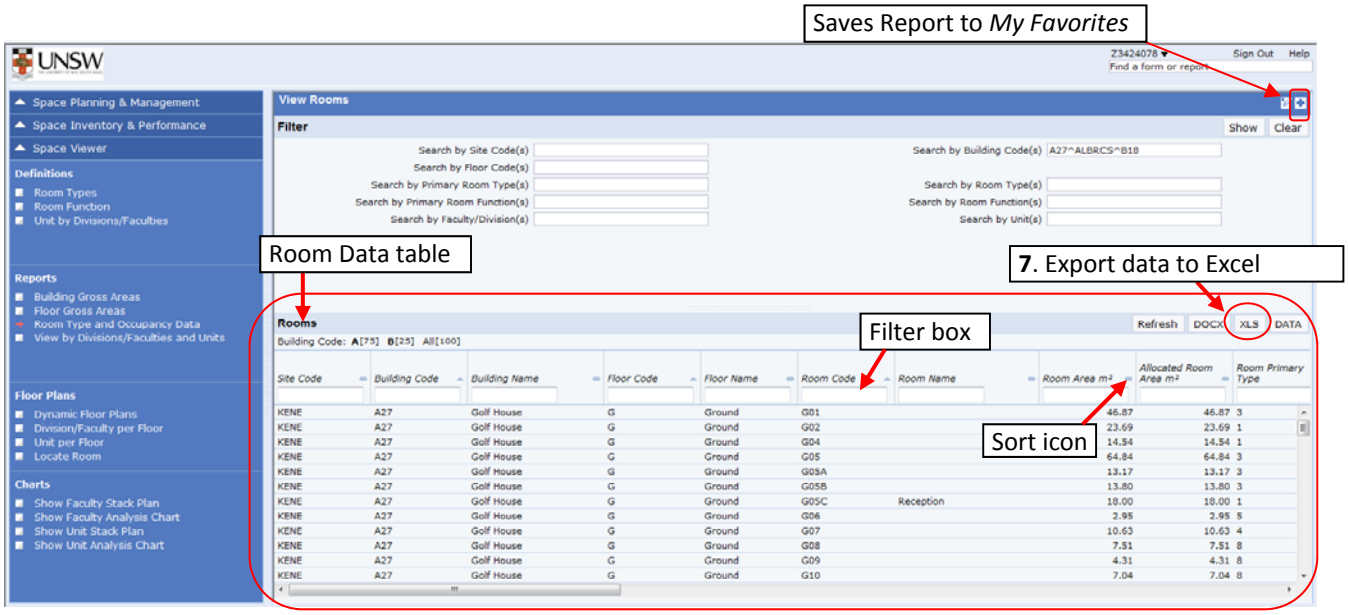

1.Click the ellipsis button to view building table and follow steps 2, 3 and 4
Or
type in building code and then go to step 4
2.a Select all buildings option
2.c. Letter of building
Select Value - Search by Building Code(s)
2.b.Type in building name or partial letters of name
3. Click on 'Save Selected' button
4. Click on 'Clear' to clear selection
Not all records are shown.
Close
Save Selected
Clear

1. Click on the ellipsis to open the building list table or type building code in box if known
2. Building table window enables user to a) select all buildings b) use the filter box to type in the building name c) select the letter of the building code (*NB: a multiple buildings can be selected*)
3. Press the '***Save Selected'*** button
4. Press ***'Clear'*** button if you wish to restart your building selection



5. Select '*Show*' once filter selection is complete

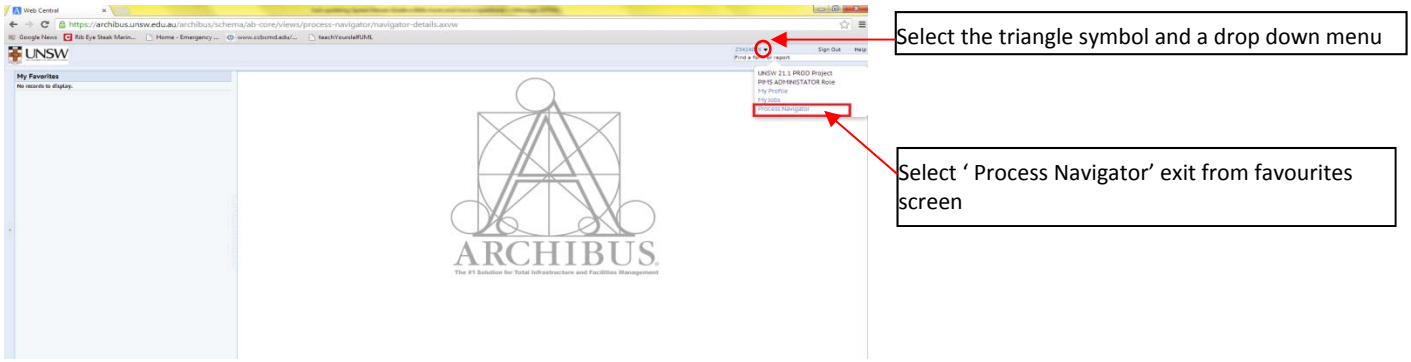
6. Option to refine selection further. For example displaying only the Office Space Group



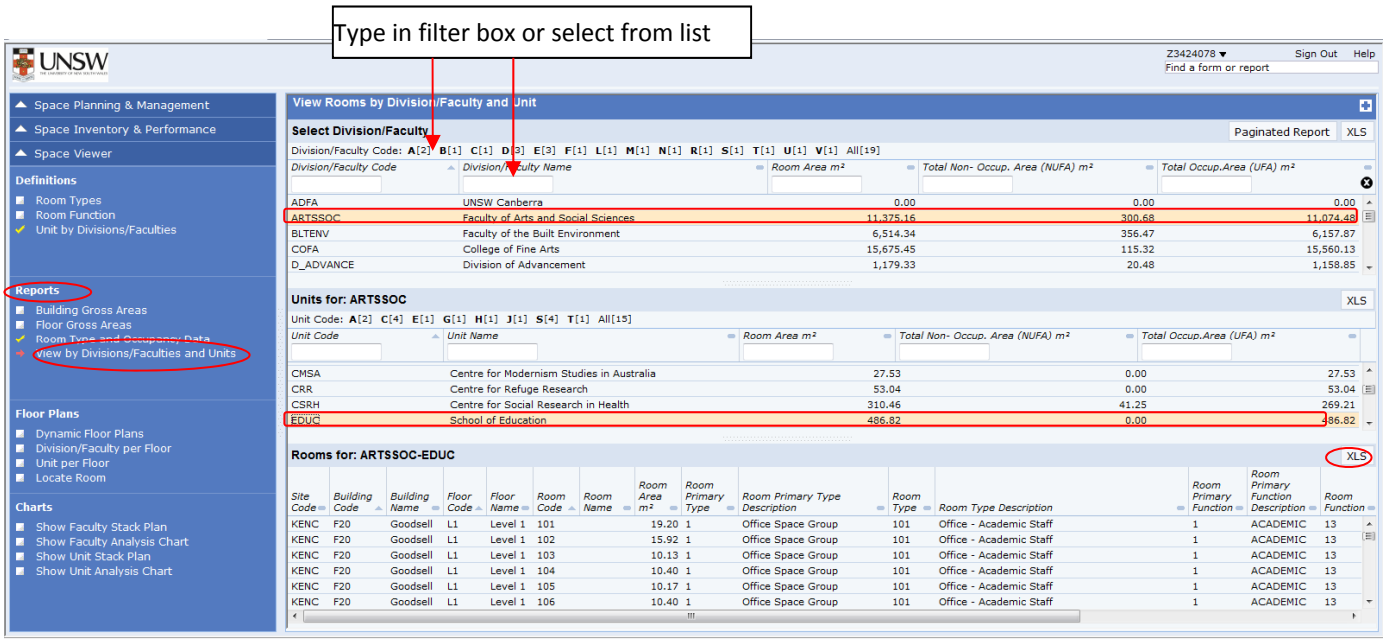
Room data table is displayed. Further filters can be applied by entering code or text in filter box/es and pressing ***Enter***

7. Select ***'XSL'*** to export data to Excel

Note: to return from Favourites to Process Navigator. Select the triangle symbol and a drop down list will appear. Select 'Process Navigator'



View by Division/Faculties and Unit - Report



1. **Navigate to** Space Viewer > Reports
2. Select > Report > View by Division/Faculties and Unit
3. Select **Division/Faculty** from list **OR** type the Division/Faculty name into the blank box below field heading
4. Select **Unit** from list **OR** type a unit name into blank box below field heading
5. Room data for Unit selected appears in table
6. Click **XLS** export to Excel

4.3 Floor Plans

4.3.1 Types of Floor Plans

There are various options for viewing floor plans.

Floor Plan View Name	Description
Dynamic Floor Plans	• Floor plans highlight either: Division/Faculties, Room Type Categories, Room Primary Functions, Room Functions, Room Type or Units • Ability to view multiple floors at the one time • To print select 'Generate Paginated Report' Option (NB: print one floor plan only at a time by filtering to the desired floor)
Division/Faculty per Floor	• Floor plans highlight the different Division/Faculty assigned space per floor • Filter by Division/Faculty, Building or Floor or select from Floor list
Unit per Floor	• Floor plans highlight the different unit assigned space per floor • Filter by Division/Faculty, Unit, Building or Floor or select from Floor list
Locate Room	• Floor plans highlight the location of a selected room • Ability to view multiple floors and rooms at one time

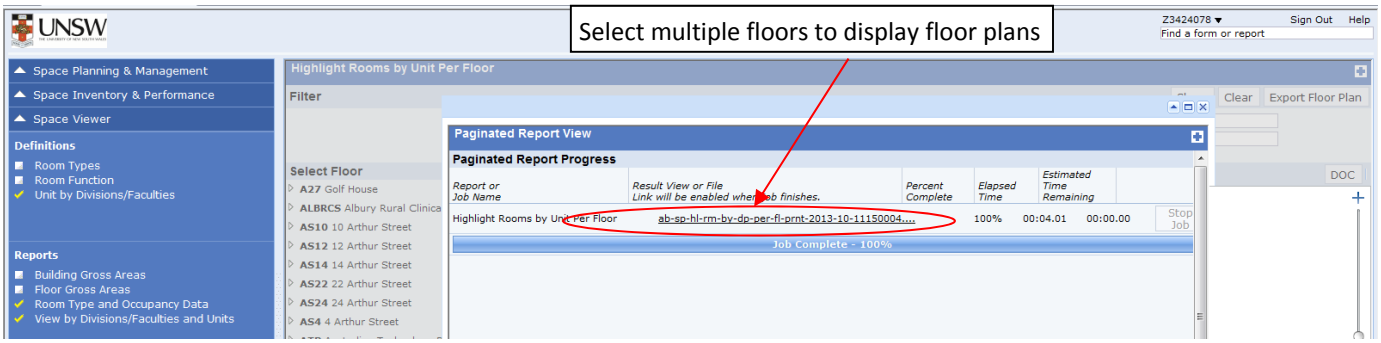
Navigate: Space Viewer > Floor Plans> then select the floor plan report you would like to view

Search by using Filter options or select from floor lists

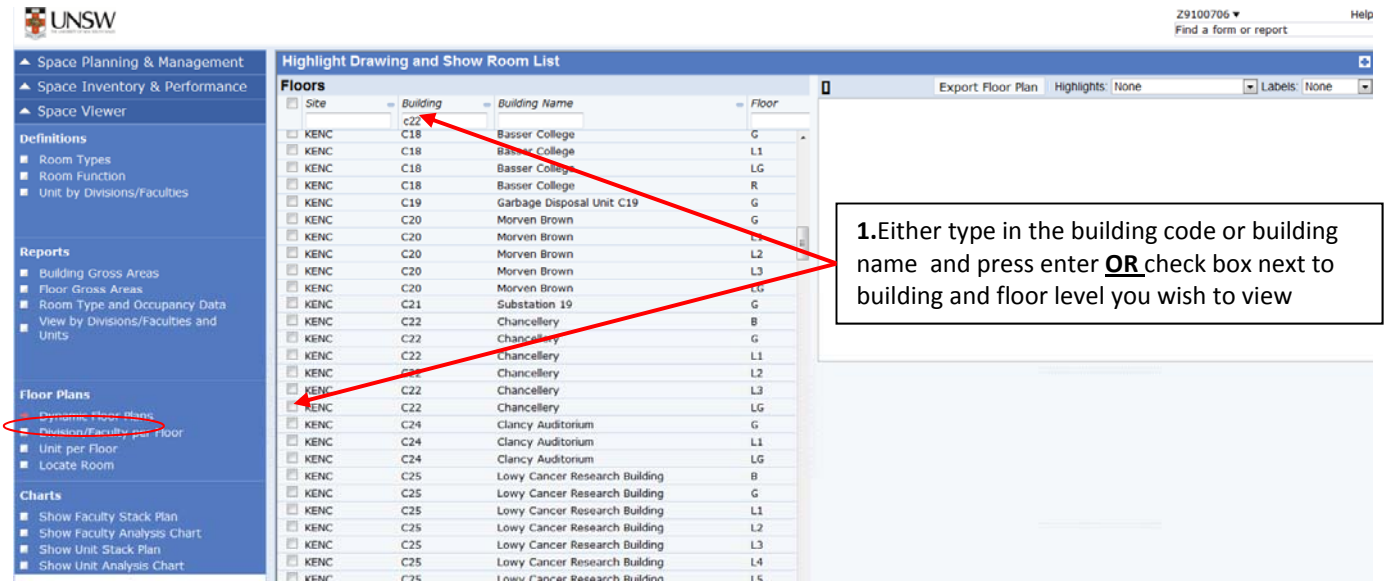
Press **'Show'** to view the floor plan

Printing of Floor Plans

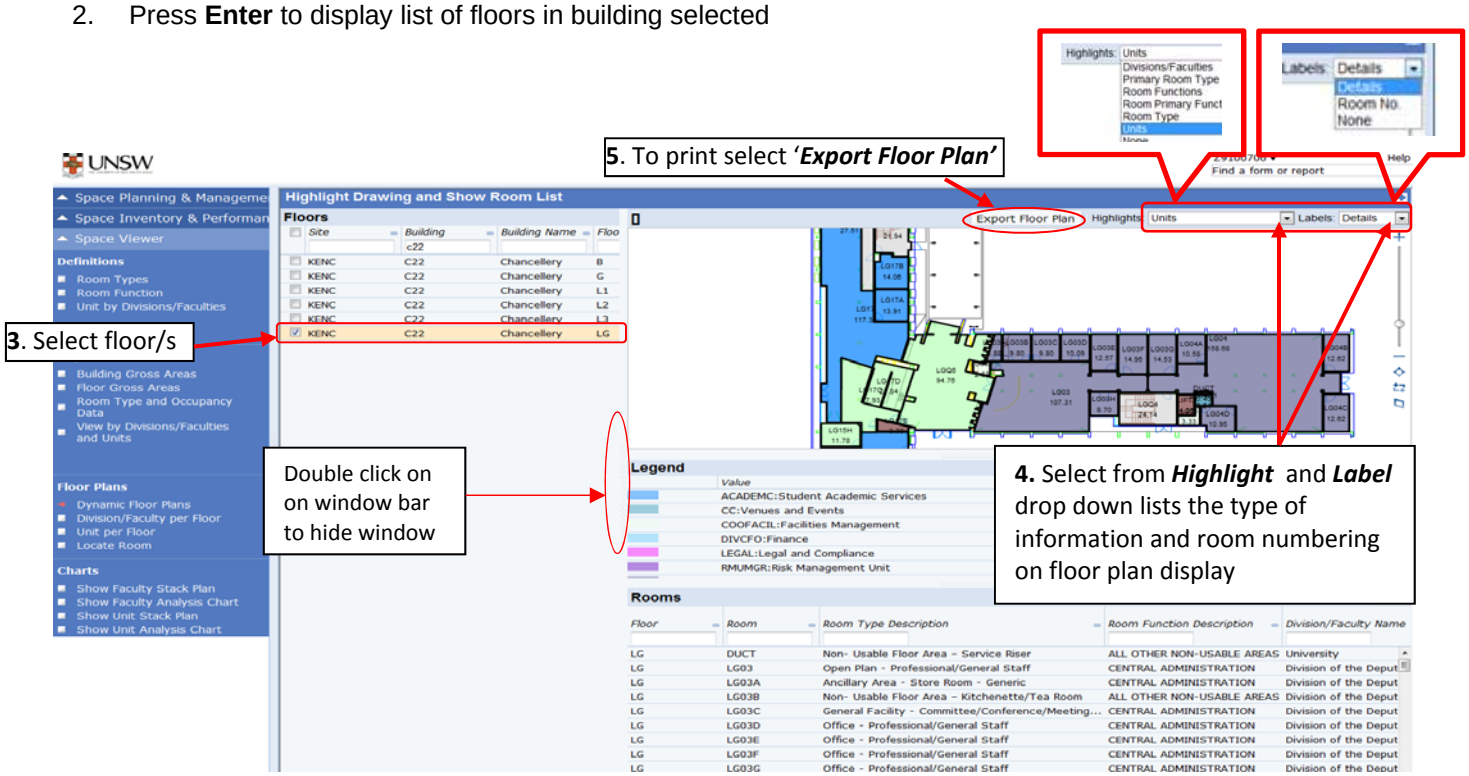
1. To print select '**Export Floor Plan'**
2. **Paginated Report View** box will appear and the job will commence
3. **Click** on link in '***Result view or File'*** once job is complete and floor plan will be exported to a word document



4.3.2 Floor plans - Dynamic Floor Plans



1. Filter by typing in site, building code or building name into blank boxes under field headings **OR** select building/s check boxes
2. Press **Enter** to display list of floors in building selected

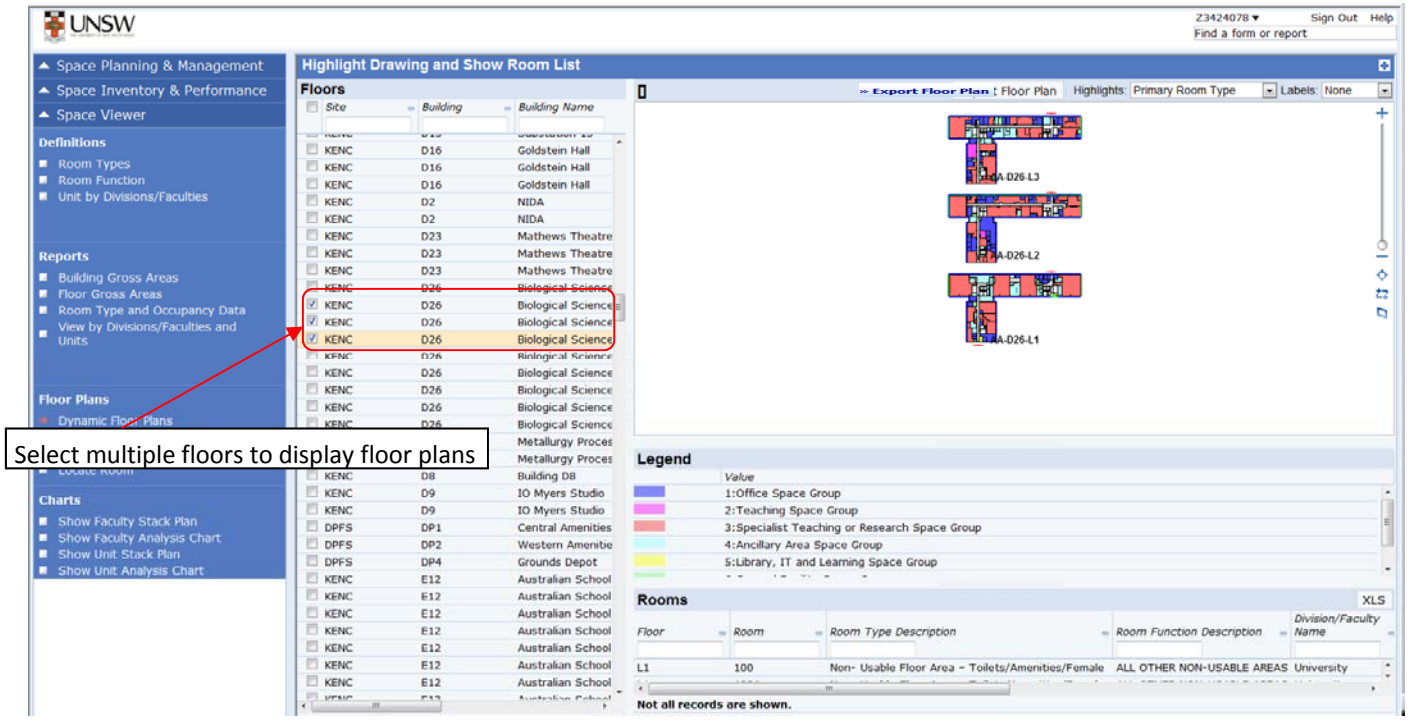


3. Select floor or floors for floor plans you wish to display (please note that multiple floors can be display please see next screen)
4. Select from drop down '**Highlight'** and '**Labels'** drop down lists the type of information to be displayed on floor plan

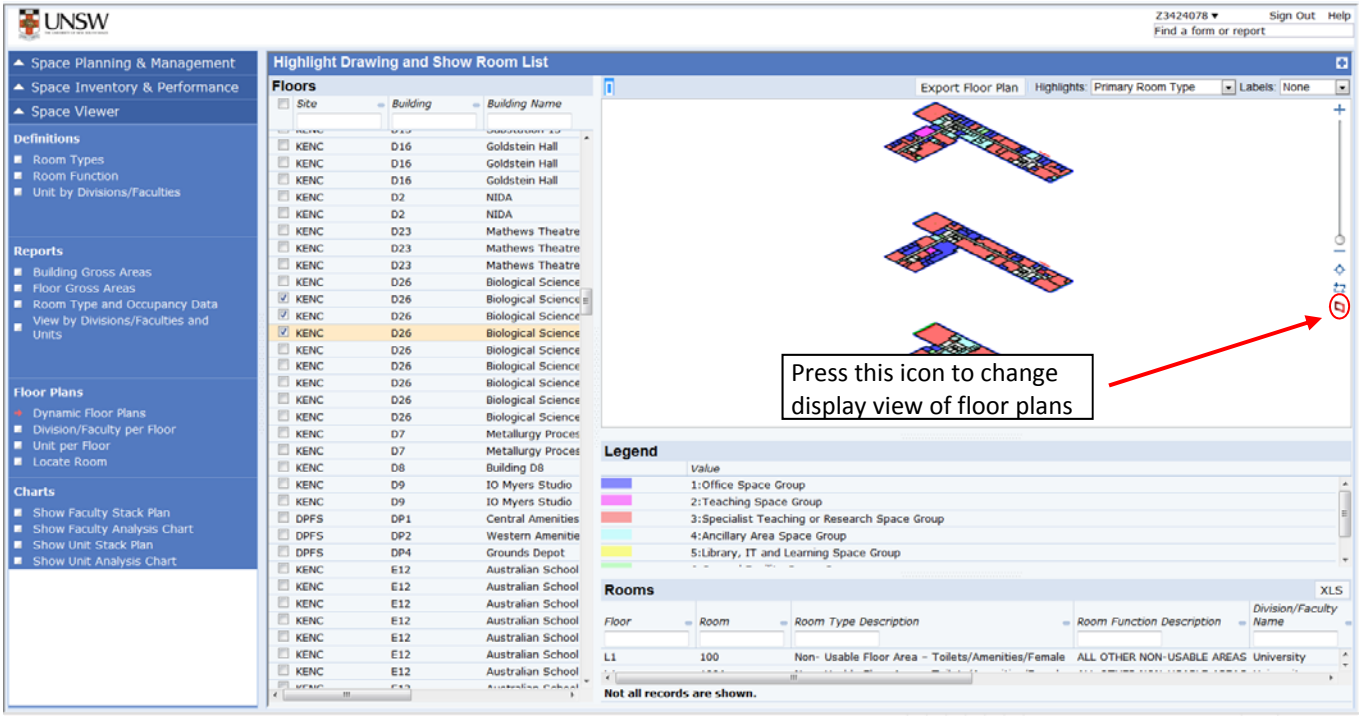
Options are:

Highlights Categories	Highlights Categories Description	Labels	Label Description
Division/Faculty	Highlights spaces at the Division/Faculty level	Details	Room number and sqm appear on plan NB: if the plan is large sqm metres are not visible unless area is enlarged or floor plans are exported
Primary Room Types	Highlights by Primary Room Type groupings	Room No.	Room number only
Room Function	Highlight by Room Function code	None	No room number or sqm label appear
Room Primary Functions	Highlight by Primary Room Function code		
Room Types	Highlight by Room Type code		
Units (organisations)	Highlights spaces at the Organisational level		
None	No spaces are highlighted		

5. To Print select **'Export Floor Plan'** option (please note while you can view multiple floors you are only able to print one floor plan at a time). Please refer to the bottom of page 10 for printing instructions



Displays multiple floors or buildings (*please note: you can only print one floor plan at a time*)



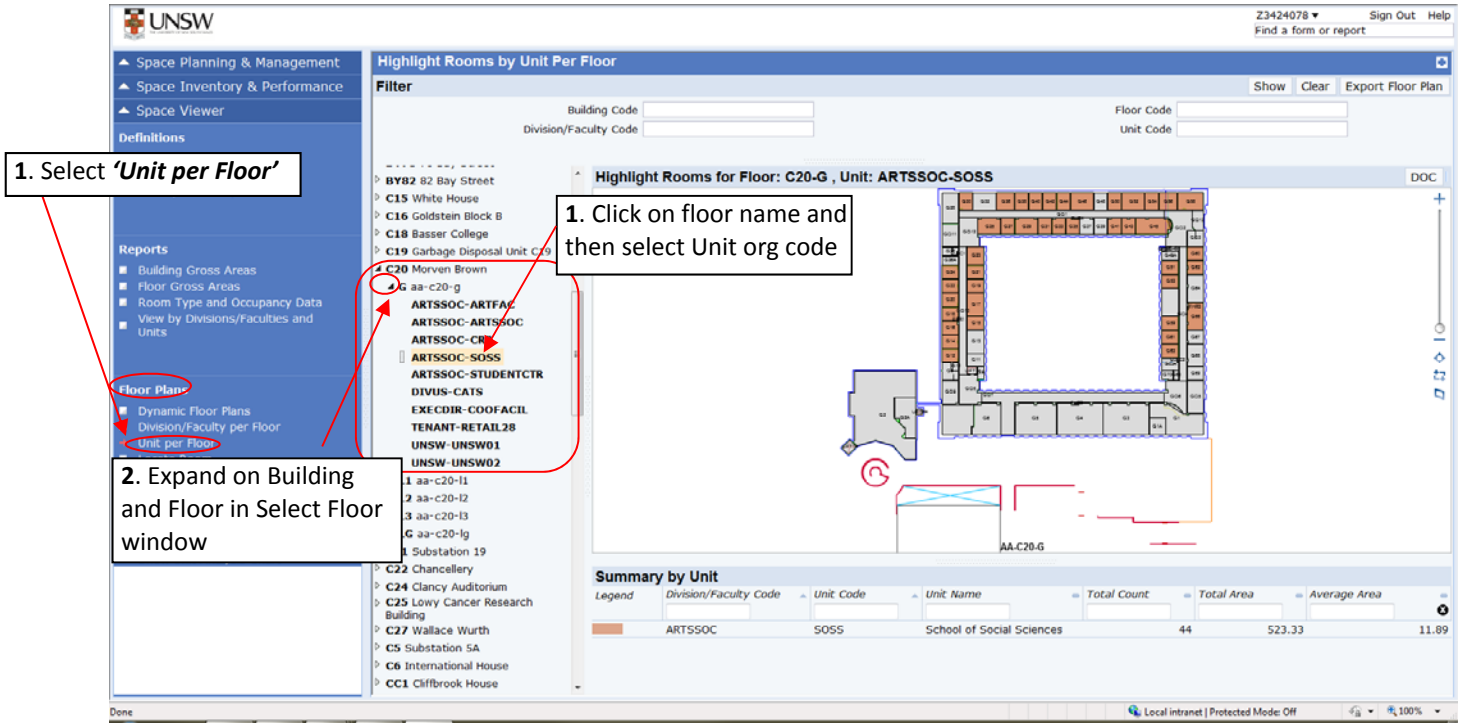
Displays floor plans on a plan for 3D viewing (*please note: you can only print one floor plan at a time*)

4.3.3 Floor Plans – Unit per Floor

There are two options to filter information in order to view **Unit space per floor**

Option One (Drill Down):

The view below highlights all the units located on a building floor (C20 Morven Brown – Ground Floor)

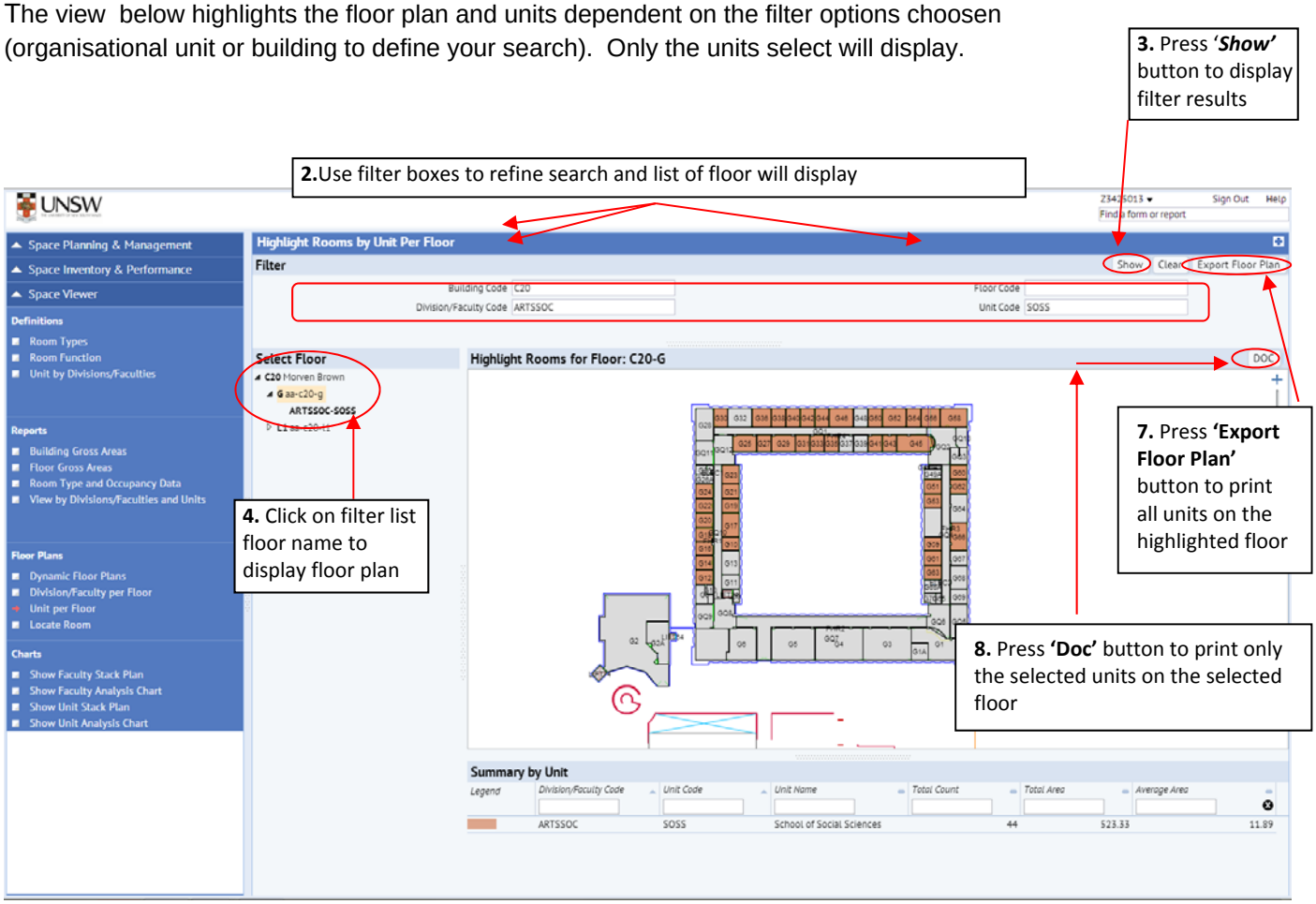

1. Select 'Unit per Floor'
1. Click on floor name and then select Unit org code
2. Expand on Building and Floor in Select Floor window
Highlight Rooms by Unit Per Floor
Filter
Highlight Rooms for Floor: C20-G , Unit: ARTSSOC-SOSS
Summary by Unit
ARTSSOC
SOSS
School of Social Sciences
44
523.33
11.89

1. **Navigate to** Space Viewer > Floor Plans> Unit per Floor
2. Filter by drill down from the ***Select Floor*** window using expansion + buttons. Select building>floor
3. Click on floor name to display floor plan
4. The floor plan will display all units occupying the floor

***Note**: **DO NOT** **print plans** from this view as it will print multiple floor plans. The better option is to use the filter box to refine your search as demonstrated in Option Two below*

Option Two (Filtering):

The view below highlights the floor plan and units dependent on the filter options choosen (organisational unit or building to define your search). Only the units select will display.

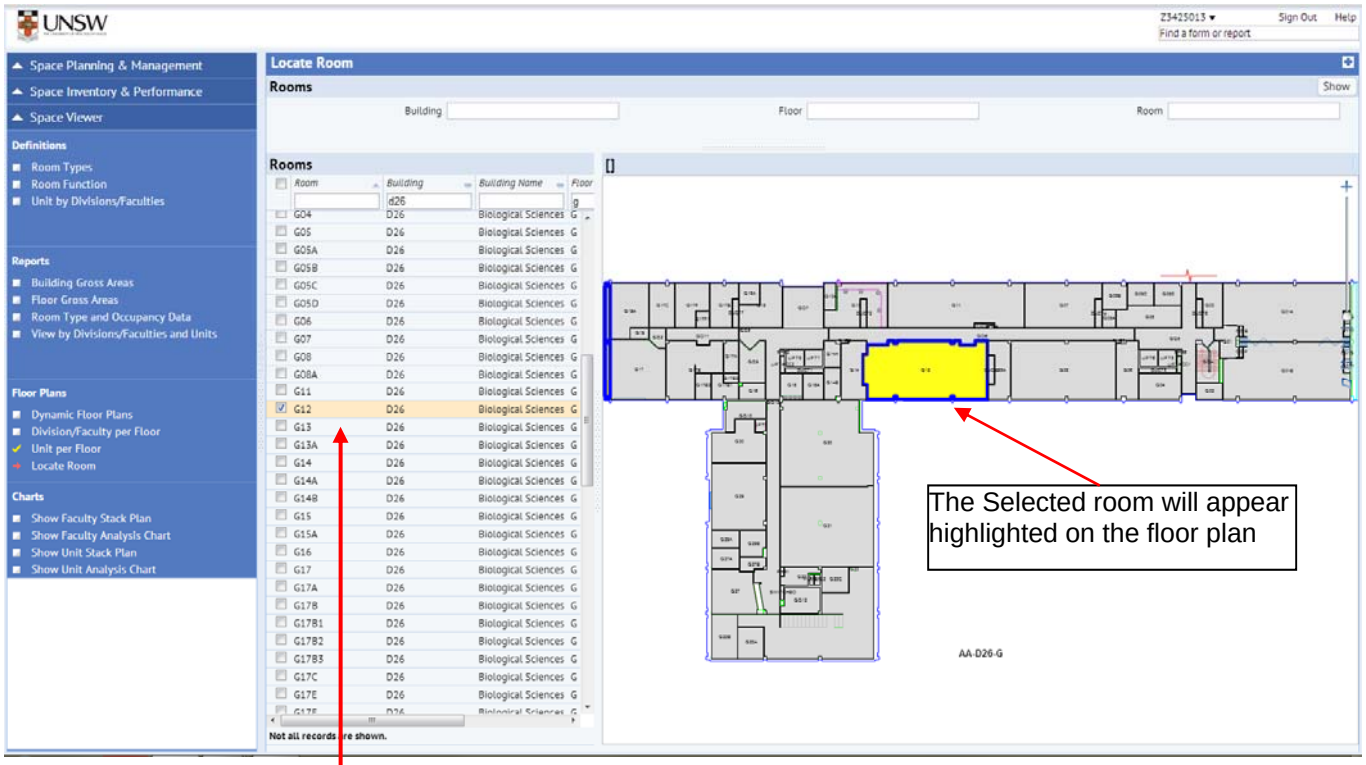


1. **Navigate to** Space Viewer > Floor Plans> Unit per Floor
2. ***Filter*** by typing in codes or names in text boxes **OR** use the drop down tables to make your selection if codes and names are unknown
3. Press ***Show*** button to display filter result
4. Click on filter list floor name to display floor plan
5. The floor plan will display the unit/s occupying the floor
6. The floor plan will now display only the selected unit/s
7. To print **all units** on a building floor select > ***Export Floor Plan***
8. To print **only the selected units** on a building floor select > ***Doc***

NB: If the print option (Export Floor Plan) is selected all the buildings and floors occupied by the various Organiational Units will be printed. For printing instructions please see the bottom of page 10

4.3.4 Floor Plans – Locate Room

Use the filters to find the location of a room on a floor plan.



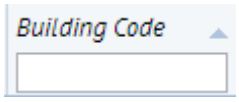
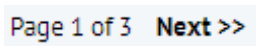
4.4 Charts

Data can be viewed in both stack and pie chart formats

Chart Name	Displays
Show Faculty Stack Plan	Division/Faculty sqm by building and floor stack plan
Show Faculty Analysis Chart	Division/Faculty sqm by building and floor pie chart
Show Unit Stack Plan	Unit stack plan sqm by building and floor stack plan
Show Unit Analysis Chart	Unit pie chart sqm by building and floor pie chart

1. **Navigate to** Space Viewer > Charts> Show Faculty Stack Plan
2. Filter by Building and Floor
3. Press ***Show*** button to display floor chart

5. ARCHIBUS Icons, Filters, Consoles

Icons/Filters/Consoles	Function
	This field acts as a filter. Type characters of the name you need to search on and press Enter. The system will return those records with the same name Use % symbol as a wild card. The prefix wild card - %Sci will search for all word containing letter sci but not beginning with Sci. Wild card suffix – Sci% will search for all words beginning with Sci.
	This icon expands or retracts data panels.
	Click on the ellipsis to open a table or acts as a drop down list
	Click the Next link to move to the next page. This details that there are multiple pages of data
Floor Plan Icon	**Function**
	Select: Float over a room to retrieve information, double click for further information
	Zoom In: Zooms into the floor plan
	Zoom Extents: Zooms in/out to display entire plan
	Isometrics: Projects the floor plan on a different plane for 3D viewing

6. Space Management Terms

Term	Meaning
Annual Space Validation	Process in which nominated University Space Editors validate that the space allocated to their organisation unit and the space attributes match the data in the ARCHIBUS space inventory system
Go8 Data Dictionary	A list of Room Type and Room Function codes and descriptions aligned with TEFMA Room Type and Room Function Codes. A full description of Room and Function Codes are on the Facilities Management website: http://www.facilities.unsw.edu.au/staff-contractors/floor-plans-space-information
Usable Floor Area (UFA)	The sum of the floor areas measured at floor level from the general inside face of the building walls of all the interior spaces related to the primary function of the building. This is normally computed by calculating the 'Fully Enclosed Covered Area' (FECA) and deduction all of areas supplementary to the primary function of the building. The following areas are deducted common use area, services areas and non-habitable areas. The room type codes groups = 100 -700 groupings
Gross Floor Area (GFA)	This figure is calculated by adding the 'Fully Enclosed Covered Area' to the 'Unenclosed Covered Area'
Gross Building Area (GBA)	This figure is the enclosed and unenclosed area of the building at all building floor levels measured between the normal OUTSIDE face of any enclosing walls, balustrades and supports
Room Area per floor or building	This is the sum of usable and non-usable area and excludes the wall thickness
Non UFA	Sum of the common use area, services areas and non-habitable areas. Room Primary Type Group = 8. The room type = 800's codes
Efficiency Rates	The ratio of UFA to GFA
Room Type	Follows the standard Go8 definitions. This code describes the type of room e.g. office, laboratory. The room type codes = 100 – 900 range. A full description of the room type code are on the Facilities Management website: http://www.facilities.unsw.edu.au/staff-contractors/floor-plans-space-information
Room Function	Follows the standard Go8 definitions. This code describes how the room is used e.g. is the laboratory used for research or teaching. The room function codes = 10 – 90 range. A full description of the room function code are on the Facilities Management website: http://www.facilities.unsw.edu.au/staff-contractors/floor-plans-space-information
Room Percentages	Any room may have a shared room type, shared room function or shared organisational level. ARCHIBUS creates a new record for each share and the sum of all the shares must add up to 100 percent
Highlight or Floor plan view	ARCHIBUS converts AutoCAD drawings to a flash based enterprise graphic allowing users to interact with floor plans. Double click on the room to show details within the space. Note: The floor plans currently do not show the shared room information, they only show the information for the first record for the room
Occupant	This is the organisational group that occupy the room. It is not the "owner". Therefore if a Faculty "loans" the same rooms to another group those rooms will be allocated to that new group. Changes to the room occupant from one Faculty/Division or Unit can only be done and recorded by the Space Management Unit

6. Key Contacts

Item	Email	Name of contact
Technical Issues	archibus@unsw.edu.au	
Data and floor plans Issues	spacemanagement@unsw.edu.au	Dianne Montgomerie Jan Jelenic Joe Fischer
Training	spacemanagement@unsw.edu.au	Dianne Montgomerie
User Guide	spacemanagement@unsw.edu.au	Dianne Montgomerie